



## **Kelston and van Asch Deaf Education Centres**

### **Minutes of the Combined Board of Trustees meeting held on 26 June 2020 commencing at 10.00am, van ASCH Deaf Education Centre, Christchurch**

<b>Present:</b>	Denise Powell (Chairperson), Sarah de Heer, Lisa Sharman, Crystal Skinley, Krista Clifford, Rachel Coppage, Anthonie de Heer, Sina Aiolupotea-Aiono (via Zoom), Katya Blair, Rahui Lee, James Le Marquand, Luca Bevin
<b>Apologies:</b>	None
<b>Secretary:</b>	Cindy Cascalheira
<b>Interpreters:</b>	James Bichan, Liz Kay
<b>In Attendance:</b>	Chris France, Alan Curtis Matthew Koning (11am), Mike Rondel, Terri Johnstone

---

#### **APOLOGIES**

None

#### **WELCOME**

Denise Powell welcomed everyone to the meeting.

#### **Conflict of Interest**

None

#### **WORKPLAN UPDATE**

Denise noted that this is currently in DRAFT

Focus would be on the last 4 columns, which included inserted information from Principals and information from NZSTA

The HR information has also been added and sits behind this document

This shows what's happening / coming up for the next year

**ACTION:** Crystal raised the need to include the other aspects related to school activities that the Board members may like to attend such as speech competitions and proze giving – Sarah / Lisa to give Cindy details to update the workplan.

#### **CODE OF CONDUCT**

Terri confirmed that this had gone out to staff for consultation. Not much feedback has been received.

All van Asch staff and 1/3 of KDEC staff have already signed  
Terri noted that this document has had a 'tidy up' up but the essence remains unchanged.

An email will be sent out to all staff and will include Code of Conduct, ICT user agreement, employment details and new job description.

There is a place for staff to sign the letter, by signing this the staff member is agreeing to abide with all policies, therefore the Code of Conduct and the ICT user agreement does not to be signed individually.

Note that these documents have not been re-translated into NZSL under the new organisation, but as these come up for review, they will be re-translated.

Code of Conduct has been previously ratified via email as per attached memo

**ACTION:** 1500 students needs to be altered to 2700

## **CONSTITUTION**

Anthonie De Heer presented 2 options  
Noted it is most important to understand what we currently have

### **Option 1**

Similar to what we currently have – Parent Electorate to further the national criteria, what we are considering is no more than 2 per region.

Up for discussion

### **Option 2**

More focused on the discussions of value-added voices plus Executive Principal, Staff Trustee, 2 Student Rep and 2 others co-opted

Example of a value added voice could be the Deaf cultural lead can go in this position, this is someone not employed by the school

Another example of a Added value voice could be Maori lead, representing Maori in our school

Discussion -around the fact that we have 6 Parents Trustees, if we have 2 value added voices then we can have too further 2 trustees to be co-opted. It is important to note that we(must have majority parent representation.

We could consider co-opting other voices such as representatives from organisations such as, Deaf Children NZ, Deaf Aotearoa to the board

### **Comments / feedback**

Discussion noted that a Maori Representative is a must in whatever option we agree on.

Discussion agreed a co-opted board member from Deaf Aotearoa will be very useful in terms of open communication and signalling the connection and intention to work collaboratively with them going forward

Noted that this is a conversation only, no decision will be made today.

Discussion around Ministerial Appointees - the Ministry comes to the school to see who may be useful and suggests / puts names forward for this

The intent is good, but the co-op option allows flexibility, the MoE can help source the right representations for the board. If targeting regions it needs to be defined. Noted we need to be thinking about a board succession plan.

Identify those people we can mentor to become a good fit for the board. This can be deliberate and planned with intent. Keep the succession planning simple. This helps identify people who are suitable.

We ideally want a Parent Maori Representative but they need to put their hand up for this

Noted that Option 1 gives you that flexibility and doesn't limited you in the future, should the focus change down the track

Discussed number of people on the Board. It was noted that being a board member should be busy, everyone accountable for something.

questioned what the minimum number of Parent Trustees you can have on a board?  
Confirmed a board would have 3 by default, so 'majority' will be 4. Once you start co-opting, it can become weighted. Can't be less than 3, but more than 4 becomes bulky.  
Other schools have done 4 - 2 ratio.

Parents must be majority voters. Can't have more co-opted people than parents.

Discussion around student trustees and the need for good representation. It was thought that we still need to keep two students to gain good coverage of the issues.

Propose we summarise what people have said and we put that out to the CBoT for further consideration before the next meeting when we will make a decision..

**ACTION:** Anthonie de Heer will collate a summary and put into a proposal.

## **FINANCE**

### **Financial Reports**

Denise welcomed Matthew

Last year we had a combined surplus \$178,000. Finished \$35,000 ahead of budget. This is a great result.

**MOTION:** That the Board approve the financial statements as presented.

Anthonie de Heer/Crystal Skinley

**CARRIED**

April 2020 financial statements

Surplus \$360,000 against budgeted deficit of \$154,000

Noted that this could be related to COVID lockdown savings as running costs have been less.

However it Is Interesting to note – we had the same surplus as same time last year

Note - we are still incurring additional costs for new school.

Matthew – explained ideally that we are wanting all of our resources to go back to the kids / learning. So we always aim for a zero surplus.

Banked staffing liabilities. Training held Saturday 27<sup>th</sup> June.

## **Property**

Items of note:

Whangarei Sensory Resource Centre, looking to finish in July, term 3 the same as Dunedin new site.

We are funding 2 additional hubs, starting term 3 / 4.

The development of NZSL hubs is a requirement in the resource notice.

Matthew - discussed the CHCH rebuild project, noted they have met with the Ministry local head of property in Christchurch and have identified several areas of need in terms of maintenance. Working with Ministry to resolve issues.

Nothing required from the Board at this stage.

Matthew - update Rotorua Sensory Resource Centre, We are negotiating a lease on a commercial property there. This will be a cost to the Board, Ministry not helping with this.

Question about the Kelston's Revisioning project

.

Its an ongoing, long term project, nothing finalized.

**ACTION:** requested an update brought to the next board meeting by Daniel Greenwood who has been the representative on this to date.

Denise – thanked Matthew for the update and walking the board through the details.

Update: We applied to the MoE for additional funding to support the cost that the two schools are incurring around aligning systems, rebranding etc. A case was put together indicating costs over \$1m The Ministry have come back saying they will fund us \$200k. Only 1/5 of the amount required. While this is good news re additional funding, it nowhere near covers the cost unfortunately.

Denise thanked the financial team and- noted this was a a very thorough proposal as it showed where the true costs lie.

## **Resourcing Notice**

Noted that the final copy has been signed – drafts have been previously seen by the CBoT. Accepted as read.

ORS usage and assurance statement for both schools has gone to the Ministry of Education as required.

Noted there is significant increase in funding for NZSL in the resourcing notice.

Conversations around NZSL have begun with the MoE and we are progressing and currently looking at how we can use the funding more creatively and effectively.

### **In-Committee at 11.35am**

**Moved:** that Chris France (NZSTA), Rose Drummond, Mike Rondel, Terri Johnstone, James Le Marquand be permitted to remain at this meeting after the public has been excluded because of their knowledge on the matters to be discussed as this will assist the Board.

Rachel Coppage/Krista Clifford  
**CARRIED**

### **Out of Committee at 11.50am**

Sarah de Heer/Crystal Skinley  
**CARRIED**

### **PRINCIPALS REPORT**

Noted that as Principal Reports are part of the public section of the meeting, the information around stand downs need To be anonymised.

Crystal - thanked Principals for all the work they have done over this extra busy, complicated time.

James Le Marquand commented on the COVID update. The work that Deaf Education did during lockdown was phenomenal. The team worked as a creatively and some of the work done will be used by the MoE as a template. We are proud. Well done.

Lisa and Sarah– noted that this has been an amazing experience. No book or guidelines and it was a privileged to be involved. Thank you

–It was noted that parents were much more engaged over ‘online’ around IEPs and day to day connection with RTD. We need to take this momentum that we have learnt and be a little more strategic, thinking about remote teaching and learning, computers, zoom, TVs etc.

**ACTION:** Denise will share the report from James Townshend on remote learning during lockdown that was received too late to be included in the board papers.

There were still some students who had experienced no engagement as they still had no internet connection etc. MoE have been supplied a report of students who still don’t have access and they are working on this. In the next 1-2 months, everyone should have internet. It will help us to engage with our students.

It was identified that many of our core students are not engaged with our mainstream students. Poor / no engagement with the mainstream students. What is creating this barrier and how can it be improved?

### **GRADUATE PROFILE**

Work has started on this and will progress throughout terms 3 and 4

### **Health & Safety report**

Accepted as read

### **HR report –**

We are looking to get some good data through once the new school is on stream and data is able to be produced more easily. The variety of reports required by the BoT have been identified and included in the draft workplan.

Question - How long have these staffing issues been in progress that are identified in this reports. Is there any risk to the board around this?

Response- noted the risk would be around leave balance, on the work plan we have specifically asked for an annual report showing sick leave trends and leave balances etc. Graeme is convinced that in the new system we will be able to access this info. There is always business as usual risks

Sina identified that Graeme Bisseker has done a great job on this. Digitisation of records in underway.

Rachel – Questioned whether exit interviews were being done, as this is a great opportunity for us to know how we can do things better as we talk to staff who are leaving.

–Response - in the new school we will do exit interviews

## **ERO REPORTS**

Readiness Review – has not yet been received. It was noted that this report is actually written for the MoE and perhaps we need to ask for it?

**ACTION:** Denise - to check as ERO said we would get a copy this.

## **NZSL REPORT**

Chris France - noted the reports were great, lots of data and a next step at the end, focuses thinking. Thanked Krista for her work on this.

Rachel - noted the trend is in positive direction regionally. Questioned how do we get students access to NZSL by default?

Krista: noted with a small number of 85 students. It would be good to understand why certain regions have a higher take-up than others.

Sarah: Could this data inform us as to where the next hubs may be?

(Denise left the room) – 12.25pm

## **NZSL hub development.**

James Le Marquand –discussed NZSL hub development. This is an exciting area, there is so much we can do. We have a mandate from MoE to start building and developing NZSL hubs. We need 3 of these by the end of the year.

We have had our first meeting, it was an open and frank discussion around where are in terms of capacity and need. It was confirmed that we can look at growing and using outside leadership to grow this.

James requested that the board consider contracting Denise Powell to deliver and improve as well as set up services for us as an independent contractor. We have a contract drawn up, keeping within the financial limits as outlined in the constitution.

**ACTION:**– noted the need for agreement from the board to move forward with this contract.

Discussion around the need to be utterly clear on this to ensure the BoT can manage the conflict of interest here.

Question - do we have a deputy board chair? Yes, Crystal, so she steps in when Denise is out of room. Noted that this was minuted in first meeting of the year.

**MOTION** That the Board offer Denise Powell a contract for NZSL Hub project lead.

Luca Bevin/ Rachel Coppage.

**CARRIED.**

Denise returned to the room and was advised of the decision. 12.40pm

## **INTERNAL STAFF REPORTS**

### **Rosie Lamb – Speech Language Therapist Report**

Rosie presented her report to the Board-

All evidence from research is valuable, hearing student voice, identity, social wellbeing. Achievement is a way to measure success academically but what about social well being, emotional well being and the like

**ACTION:** Board to reconvene and discuss the proposal to continue with phase 4 of the research and decide whether they wish to fund the next phase.

Denise - thanks Rosie for her work to date on this on this

### **Helen Jacob – Maori Cultural Advisor BOT Report**

Helen thanked the board for the opportunity, gave a history of her work.

To date there have been Three main areas of work

Pastoral care

Ruaumoko Marae Coordinator

Cultural sustaining pedagogy

The Board thanked Helen for her report which was thorough and gave a clear idea of idea of what she has done and where Helen sees things going in the future.

There was discussion around the role of the Maori Cultural advisor, and its impact for Maori student achievement

Ruaumoko – is the Maori nest for our learners. Bring the community in, to learn about the deaf in our Marae.

Ruaumoko – the heart of learning

The question was asked How many Maori students do we have across Ko Taku Reo (1000 students)

If the board is going to have a voice, they need to know the data / details

There has been on some of the roadshows, the work around Te Reo Maori is just beginning, we have a huge amount of work still to do.

There is a strong commitment in this area, lots to do and a starting point is needed. The SLT need to provide vision, etc. Very much front of mind.

Denise thanked Helen and confirmed the Board will be having more discussion with her in the near future

### **Covid 19 Response Report**

Report from James re COVID-19 and teaching. Submitted late and cannot be passed as read

**ACTION:** –Will be discussed at next meeting.

## **ECE TRUST BOARD**

Sarah has been working on a strategic plan with ECE trust.

ECE was asked to put this on hold while we go through the merger.

Small committee worked on Plan - Sarah, Crystal and two other parents of ECE Trust.

Values, vision and purpose created. SWOT analysis created. Looked at ERO reports and any internal evaluations that have been done

Sarah - noted 3 outcomes

Relationships

Teaching and learning

Trust itself

Sarah and the ECE trust board are excited about this

The board appreciated the clear format of the report which included colour coding and set out very clearly the road ahead. Work to be done but progress so far is fabulous

**The** board was very appreciative of all the work done and looks forward to seeing progress on the ECE Trust's strategic plan.

## **KO TAKU REO**

### **Logo /Branding**

Noted this was ratified at the last meeting and will be launched next week. A launch booklet has been developed that will explain why the logo, what it means etc so the community will have a clear idea of how the branding and logo were developed.

### **School Docs update**

Our school docs policies only apply to students enrolled in our school. Approximately 130 families impacted by these policies. Policies apply to all all Ko Taku Reo staff, including those in the regions.

**ACTION:** ICT policy to be added to school docs. This will be ratified by email.

### **Website**

This will only be launched once the school opens

The new website is clearer and easy to navigate

## **ACTIONS FROM/SINCE PREVIOUS MEETING**

Memos taken as read

Macron – MoE have approved the removal of the macron. Ko Taku Reo no macron, explained in the launch booklet as well

Code of conduct has been ratified.

## **PREVIOUS MINUTES**

### **15 May and 18 May 2020 Minutes**

**Moved:** That the minutes of the 15<sup>th</sup> and 18<sup>th</sup> May meetings be accepted as true and correct.

Crystal Skinley/Anthonie De Heer  
**CARRIED**



**MATTERS ARISING**

Pathways for teacher aids – work s continuing on this In order to get the higher level of pay, it requires a SLPI assessment which we currently can’t do but there should be some progress on this in the near future. –

Wellington Services

There is a NZSL hub already set up at Linden school, part time. There is a current timetable for full time but only some of this is currently happening.

Once the new school has started the executive principal will be meeting with the local community.

**CORRESPONDENCE**

Inwards correspondence accepted as tabled

Luca Bevin / Rachel Coppage  
**CARRIED**

Outwards correspondence accepted as tabled

Katya Blair/ Rachel Coppage  
**CARRIED**

that the chair noted that this was the final combined board of trustees and that the August meeting will be the Ko Taku Reo Board of Trustees.

Karakia

Meeting closed at 3.26pm

.....  
Denise Powell  
**Chairperson**  
**Board of Trustees**

.....  
**Date**